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## **INDIANA COMMISSION ON PROPRIETARY EDUCATION**

### *Board of Commissioners Meeting Memorandum*

**Date:** March 14, 2007

**From:** Kyle Robertson, Accreditation Coordinator

**Subject:** WMTA School of Massage – Evaluation Report

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#### **Staff recommendation**

In accordance with Title 570 IAC (D), the commission recommends that the WMTA School of Massage be awarded Fully Accredited status.

#### **Background**

School Director Jerry Smith has been teaching massage therapy since 1998. In 2004, the WMTA School of Massage Therapy began enrolling private-pay students at their Otterbein location, just west of Lafayette. Mr. Smith started the school because he recognized the need for massage therapy training in the Lafayette area. Last November, an on-site evaluation of WMTA was conducted by COPE staff member Ross Miller.

#### **School Description**

WMTA offers a 750 clock hour, 50 week program. The total cost of the training is \$4,000. The program is designed to be well rounded by requiring students to take both anatomy and physiology with massage theory and application. A high emphasis is placed on the client's well being. Students are required to master basic skills before they can complete the program, along with achieving 70% or better on written exams. WMTA utilizes both traditional and hands on testing methods. Students in the lab are evaluated on correctness of routine, time consideration, preparation, and technique. WMTA uses a variety of textbooks to show students different looks and approaches to their training. Class sizes are generally small. Students spend approximately 15 hours per week in class.

Jerry Smith is the primary instructor. He has over 30 years experience in massage therapy.

#### **Evaluation Team**

Ms. Jo Ellen Miller has been in the massage therapy business since 2003. She is the owner and operator of Miller Massage Therapy, located in West Lafayette. Ms. Miller received her training from the Alexander School of Scientific Therapeutics.

Ms. Heather Dunlap has been doing massage therapy for three years. She specializes in hot rock, pre-natal and deep tissue, and swedish massage.

## **Evaluation Results**

Ms. Miller recommended Accreditation with Recommendations. Her overall impression of the institution was satisfactory. She marked WMTA as being superior in more than one category. Ms. Miller complemented the institution for their choice of textbooks and stated that the location was a major benefit. Her main concern was regarding the school's placement information for prospective students. She suggested that it would be helpful for WMTA to provide letters of endorsement from prior graduates. She also suggested that the school could better serve prospective students better by including specific curriculum agenda and instructor qualifications on their promotional brochure. Regarding the school's selection of textbooks, Ms. Miller would like for the school to consider adding a book on nutrition.

Ms. Dunlap recommended Fully Accredited status. She had many outstanding marks for WMTA. Her overall impression of the school was superior. Like Ms. Miller, Ms. Dunlap did suggest improving the school's placement records. Otherwise, there were no other suggestions.

## **Conclusion**

The recommendation of Ms. Miller regarding the brochure is under the school's discretion. WMTA has met all of our requirements concerning their promotional brochure and placement information. COPE staff member Ross Miller informed me that he was satisfied with the records. School Director Jerry Smith is considering the suggestions of the evaluation team and stated that the school reevaluates the program before each new class.

## **Supporting Documentation**

1. Heather Dunlap's Evaluator Checklist
2. Jo Ellen Miller's Evaluator Checklist

**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

302 W. Washington Street, Room E201  
Indianapolis, IN 46204

Date of Evaluation: November 20, 2006

Institution Evaluated: WMTA School of Massage Therapy

Name of Team Member: Heather Dunlap

**CHECK LIST FOR TEAM EVALUATORS**

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- |                |                   |
|----------------|-------------------|
| 1. Outstanding | 3. Satisfactory   |
| 2. Superior    | 4. Unsatisfactory |

There is space for comments. The asterisk (\*) denotes requested comments in order to better explain your evaluation.

**CATEGORY I -- EDUCATIONAL OBJECTIVES**

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>          x          </u>	<u>                                </u>	<u>                                </u>	<u>                                </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u>          x          </u>	<u>                                </u>	<u>                                </u>	<u>                                </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u>          x          </u>	<u>                                </u>	<u>                                </u>	<u>                                </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

**CATEGORY II -- FACULTY**

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u>          x          </u>	<u>                                </u>	<u>                                </u>	<u>                                </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

*Comments:* Yes, for the size of the classes.

B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<div style="text-align: center;"> <math>\frac{x}{\text{1. Outstanding} \quad \text{2. Superior} \quad \text{3. Satisfactory} \quad \text{4. Unsatisfactory}^*}</math> </div>			
Comments:			

C. The faculty appear to be satisfied with the overall institution.

<u>x</u>			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

### CATEGORY III -- STUDENT POLICY

A. Student counseling is adequate to show concern for the individual student's personal attainments.

1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
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Comments:

B. The student/administration relationship reflects a healthy and stable rapport within the institution.

x			
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

C. The student educational needs are met by the institution.

<div style="text-align: center;"> <math>\frac{x}{\text{1. Outstanding} \quad \text{2. Superior} \quad \text{3. Satisfactory} \quad \text{4. Unsatisfactory}^*}</math> </div>			
Comments:			

## **CATEGORY IV ADMISSION PRACTICES**

A. The admission policy of the institution is well administered and the school is reasonably selective.

1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
<p><i>Comments:</i> It ensures students are committed to massage therapy.</p>			

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

#### **CATEGORY V STUDENT RECRUITMENT**

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The institution appears to recruit students who have a potential or desire the education provided.

<u>                    </u>	<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The students appear to have an honest impression of the institution before they enroll.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

#### **CATEGORY VI PHYSICAL FACILITIES**

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

<u>                    </u> <sup>x</sup>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

_____	_____x_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

### **CATEGORY VII COURSE ORGANIZATION**

- A. The instruction materials are comprehensive, accurate and well organized.

_____x_____	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

_____x_____	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

### **CATEGORY VIII OBJECTIVES**

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

_____x_____	_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

- B. Student records adequately reflect the student's progress during his period of enrollment.

_____	_____x_____	_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: .

- C. The student records adequately reflect the student's placement after his/her training with the institution.

_____	_____	_____x_____	_____
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: Be sure to find out where students go after leaving WMTA.

D. Characterize your impression of the institution.

<u>                    </u>	<u>                    x                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

E. The majority of the students appear to be satisfied with the education they have received from the institution.

<u>                    x                    </u>	<u>                    </u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*
Comments:			

**Please initial the status you believe this institution should receive.**

**1. No Status** – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. \_\_\_\_\_

**2. Candidate** -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. \_\_\_\_\_

**3. Accreditation with Recommendations** – If, after a review of the forms an materials submitted by the petitioning institution and the formal team evaluation the petitioning institution is found to still possess certain deficiencies that are not so serious as to cause either denial of accreditation or candidate status, but such recommendations are needed to increase efficiency, then the institution may be awarded “Accredited with Recommendations” status. \_\_\_\_\_

**4. Fully Accredited** – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. \_\_\_\_\_ **XXX**

**If status is 1, 2, or 3, list your specific reasons or recommendations below.**

*Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.*

**PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM**



**INDIANA COMMISSION ON PROPRIETARY EDUCATION**

302 W. Washington Street, Room E201  
Indianapolis, IN 46204

Date of Evaluation: November 20, 2006

Institution Evaluated: WMTA School of Massage Therapy

Name of Team Member: Jo Ellen Miller

**CHECK LIST FOR TEAM EVALUATORS**

In each category you are to rate the institution on a scale of one (1) to four (4) as follows:

- |                |                   |
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| 1. Outstanding | 3. Satisfactory   |
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There is space for comments. The asterisk (\*) denotes requested comments in order to better explain your evaluation.

**CATEGORY I -- EDUCATIONAL OBJECTIVES**

A. The educational philosophies/objectives are consistent with the institution's role as a training facility.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments:

B. The resident training is reasonably well developed to actually train the student for the job he/she seeks.

<u>1. Outstanding</u>	<u>2. Superior</u> <sup>x</sup>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

C. The advertising, brochures, catalogs or other representations made are truthful, and explicitly show that it is a training institution involved in the specific areas of instruction it promotes.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments:

**CATEGORY II -- FACULTY**

A. The institution has an adequate number of qualified instructors or teachers trained by education and/or experience to instruct the students.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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*Comments:*

B. The educational administrators are qualified professionally to administer their position through education and/or experience.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>X</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
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Comments:

C. The faculty appear to be satisfied with the overall institution.

<u>1. Outstanding</u>	<u>X</u> 2. Superior	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

### **CATEGORY III -- STUDENT POLICY**

A. Student counseling is adequate to show concern for the individual student's personal attainments.

<u>1. Outstanding</u>	<u>X</u> 2. Superior	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

B. The student/administration relationship reflects a healthy and stable rapport within the institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>X</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
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Comments:

C. The student educational needs are met by the institution.

<u>1. Outstanding</u>	<u>X</u> 2. Superior	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

### **CATEGORY IV ADMISSION PRACTICES**

A. The admission policy of the institution is well administered and the school is reasonably selective.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>X</u> 3. Satisfactory	<u>4. Unsatisfactory*</u>
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Comments:

- B. Students who have special learning handicaps are aware of the demands needed to meet the admission requirements.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments:

#### **CATEGORY V STUDENT RECRUITMENT**

- A. The institution appears to recruit from a diversified level of family income. No concentration on recruiting low income families.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments:

- B. The institution appears to recruit students who have a potential or desire the education provided.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments:

- C. The students appear to have an honest impression of the institution before they enroll.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments:

#### **CATEGORY VI PHYSICAL FACILITIES**

- A. The institution has satisfactory training or educational facilities with sufficient tools, supplies, or equipment to instruct in the student's selected area of study.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments:

- B. The classrooms or work stations are the necessary size to accommodate the number of students enrolled.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments:

- C. The premises and conditions under which the students work are sanitary and safe according to modern standards.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments: .

### **CATEGORY VII COURSE ORGANIZATION**

- A. The instruction materials are comprehensive, accurate and well organized.

<u>1. Outstanding</u>	<u>2. Superior</u> <sup>x</sup>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments: Excellent selection of textbooks.

- B. The instructional material is geared at a level of understanding which adheres to the educational level of the students enrolled.

<u>1. Outstanding</u>	<u>2. Superior</u> <sup>x</sup>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
-----------------------	---------------------------------	------------------------	---------------------------

Comments:

### **CATEGORY VIII OBJECTIVES**

- A. The resident training is reasonably well developed to actually train the student for the job he seeks or ultimately hopes to gain.

<u>1. Outstanding</u>	<u>2. Superior</u> <sup>x</sup>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u>
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Comments:

- B. Student records adequately reflect the student's progress during his period of enrollment.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u> <sup>x</sup>	<u>4. Unsatisfactory*</u>
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Comments: .

- C. The student records adequately reflect the student's placement after his/her training with the institution.

<u>1. Outstanding</u>	<u>2. Superior</u>	<u>3. Satisfactory</u>	<u>4. Unsatisfactory*</u> <sup>x</sup>
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Comments: No placement information was available.

D. Characterize your impression of the institution.

<u>                    </u>	<u>                    </u>	<u>                    <sup>x</sup></u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments:

E. The majority of the students appear to be satisfied with the education they have received from the institution.

<u>                    </u>	<u>                    <sup>x</sup></u>	<u>                    </u>	<u>                    </u>
1. Outstanding	2. Superior	3. Satisfactory	4. Unsatisfactory*

Comments: The school location is a major benefit for most students.

**Please initial the status you believe this institution should receive.**

**1. No Status** – If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have such severe deficiencies that in the opinion of the Commission are deemed to not meet the minimum standards required for operation of a postsecondary proprietary school, then the petitioning institution should be awarded “No Status,” and the applicant status of the petitioning institution should be recommended for revocation. \_\_\_\_\_

**2. Candidate** -- If, after a review of the forms and materials submitted by the petitioning institution and the formal team evaluation, the petitioning institution is found to have certain deficiencies that in the opinion of the Commission can be corrected and would not be cause for denial of the right to do business, then the petitioning institution may be awarded “Candidate” status. \_\_\_\_\_

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**4. Fully Accredited** – If, after a review of the forms and materials and the formal team evaluation the institution has corrected all deficiencies noted during its Applicant, Candidate, or Accredited with Recommendations status, then it shall be granted “Fully Accredited” status. \_\_\_\_\_

**If status is 1, 2, or 3, list your specific reasons or recommendations below.**

*Please add any explanatory notes to your recommendation. Use additional page(s) if necessary.*

Have placement information available for prospective students, perhaps letters from graduates.

**PLEASE COMPLETE THE REVERSE SIDE OF THIS FORM**